



WORKFORCE DEVELOPMENT COUNCIL

317 W. Main Street, Boise, ID 83735-0790

NOTICE OF MEETING

Boise State University

Student Union Building

1700 University Drive, Boise, Idaho 83725

Meeting Location: Bishop Barnwell Room, 2nd Floor

Lunch Location: Ah Fong/Bishop Barnwell Room, 2nd Floor

Tuesday, October 21, 2003:

- 8:00 a.m. – 4:00 p.m. **Full Council:** Bishop Barnwell Room, 2nd Floor
- 12:00 noon – 1:00 p.m.: Working Lunch: Ah Fong/Bishop Barnwell Room, 2nd Floor

Hotel Accommodations: **WestCoast ParkCenter Suites, 424 E. ParkCenter Blvd, 1-800-342-1044 or (208) 342-1044.** Please make your room reservations as soon as possible. Contact them prior to **October 6** and tell them you are attending the **Workforce Development Council** meeting to receive the special rate of \$61 for a single/double room. Billing for room charges for Council members will be sent to the Idaho Department of Labor for direct payment. Members should pay incidentals and any additional guest charges. Authorized expenses should be reported on the Travel Form. Interested parties will be responsible for their room charges. ParkCenter Suites provides shuttle service to and from the airport. If the shuttle is unavailable, you can be reimbursed for taxi fare.

Shuttle Service for Hotel Guests: Please contact Alice if you will need shuttle service to take you to and from BSU.

Airline Reservations: You will need to make travel arrangements as soon as possible to get the best airfares. Request the State of Idaho government fare if it is available from your area and if it is the lowest fare.

Travel Form: Council members will be reimbursed for travel. Members driving their private vehicle will be reimbursed at the rate of .36 cents per mile (effective 01/02/03) based on the State's Travel Mileage Chart. The in-state per diem allowance is \$30/day and includes meal tips and tips for services paid at airports and hotels. The breakdown for each meal is: \$7.50 for breakfast, \$10.50 for lunch and \$16.50 for dinner.

Parking: **Student Union Visitor Parking Lot** located NE of the Student Union Building. Please let the parking lot attendant know that you are attending the Workforce Development Council meeting. Access the lot by turning onto Bronco Lane (West end of the lane) from University Drive.

Elevator or Stairway Access: Please contact Alice Taylor if you need further information.

Special Accommodations for Persons with Disabilities: If you have any special needs that we can address, please notify Alice Taylor no later than 7 days in advance. Thank you.

For further information:

On logistics: Please contact Alice Taylor, Workforce Systems, Idaho Department of Labor, phone (208) 332-3570 ext. 3313, FAX (208) 332-7417 or e-mail ataylor@jobservice.us

About the Workforce Development Council: Please contact David Lehman, Office of the Governor, phone (208) 334-2100.

